



# CJA eVoucher

Electronic Voucher Management System

# WELCOME

# CJA eVoucher – District of Maine

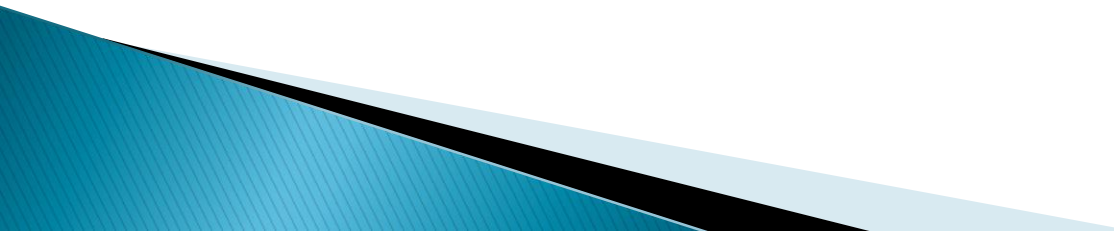
## BENEFITS

- ▶ A web-based application that is accessible anywhere via the Internet.
  - ▶ Entire process done electronically
    - From requesting funds to voucher submissions to & approval from Court
- 

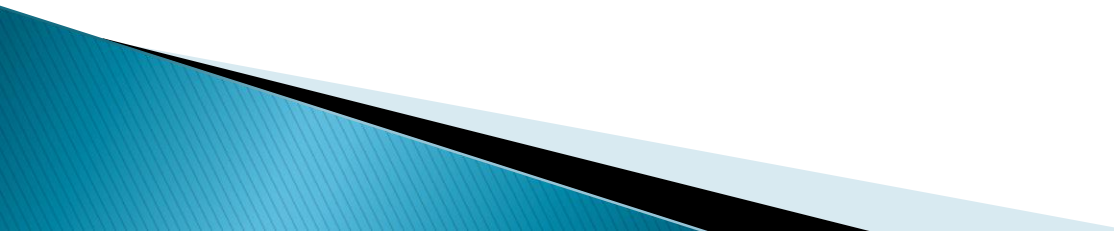
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- ▶ Attorneys may create and electronically submit to the court:
  - Vouchers (CJA 20)
  - Requests for transcripts (CJA 24)
  - Requests for expert service providers (CJA 21)
  - Supporting memorandum and receipts

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- ▶ Attorneys may enter services and expenses as they occur, keeping a running total for each appointment.
    - [We cannot see your data until submitted.]
  - ▶ Built-in rate tables that ensure the appropriate fee, mileage and representation rates are applied.
- 

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- ▶ Performs calculations, eliminates mathematical errors and reduces voucher preparation time = faster payment!
  - ▶ The current appointment system will change. (No emails of queue.)
- 

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## Technical Information

- ▶ eVoucher compatible w/these 2 browsers
  - Internet Explorer 8 and Safari 5.1 or newer browsers.
  - Chrome, Firefox = NO
- ▶ Certificate Errors are possible. Change “compatibility mode”
- ▶ Link from our Web Page, then make it a Favorite
- ▶ Save frequently!

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**GO LIVE DATE**

**AUGUST 5, 2015**



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## Transitioning – Pending Vouchers

- ▶ All current, pending vouchers will be in eVoucher by August 5<sup>th</sup>.
  - **VERIFY THESE**
- ▶ For Attorneys, they show in “My Documents” on your page when you log into eVoucher.
- ▶ Submit one summary entry for in-court and out-of-court time and attach supporting documentation.
- ▶ We will show you this in a few minutes.

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## New Vouchers

- ▶ New vouchers from August 5<sup>th</sup> on = Start in eVoucher.
  - ▶ You will enter your time from August 5<sup>th</sup> on in eVoucher.
  - ▶ You will receive appointments and the starting document in “My Documents” once you are appointed.
  - ▶ We will show you this today.
- 

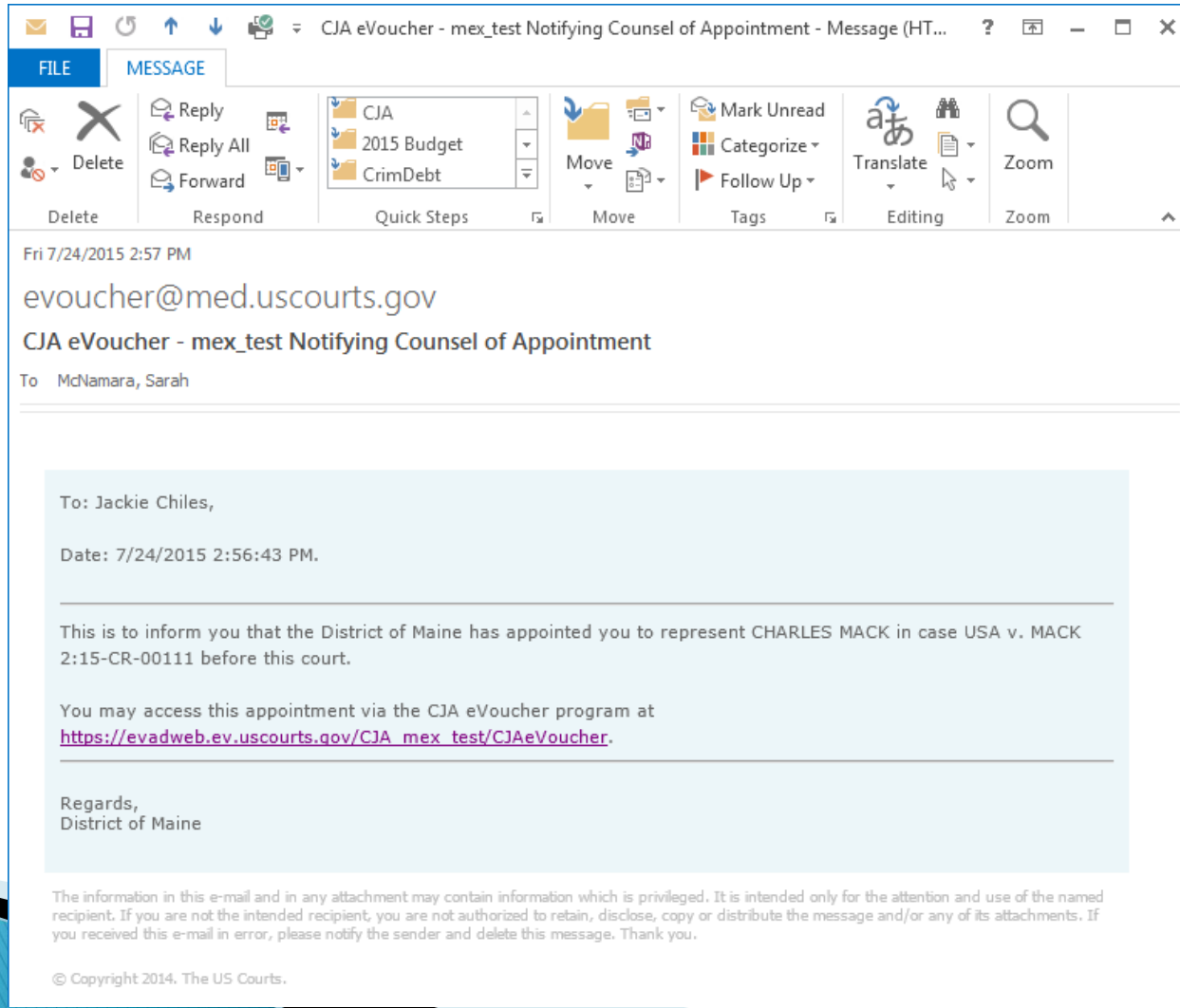
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DEMONSTRATION



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## ► Notifying Counsel of New Appointment



The screenshot shows a Microsoft Outlook window titled "CJA eVoucher - mex\_test Notifying Counsel of Appointment - Message (HT...". The interface includes a ribbon with "FILE" and "MESSAGE" tabs, and a toolbar with various actions like Delete, Reply, Forward, Move, Mark Unread, Categorize, Follow Up, Translate, and Zoom. The email content is as follows:

Fri 7/24/2015 2:57 PM  
evoucher@med.uscourts.gov  
**CJA eVoucher - mex\_test Notifying Counsel of Appointment**  
To: McNamara, Sarah

---

To: Jackie Chiles,  
Date: 7/24/2015 2:56:43 PM.

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This is to inform you that the District of Maine has appointed you to represent CHARLES MACK in case USA v. MACK 2:15-CR-00111 before this court.

You may access this appointment via the CJA eVoucher program at [https://evadweb.ev.uscourts.gov/CJA\\_mex\\_test/CJAeVoucher](https://evadweb.ev.uscourts.gov/CJA_mex_test/CJAeVoucher).

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Regards,  
District of Maine

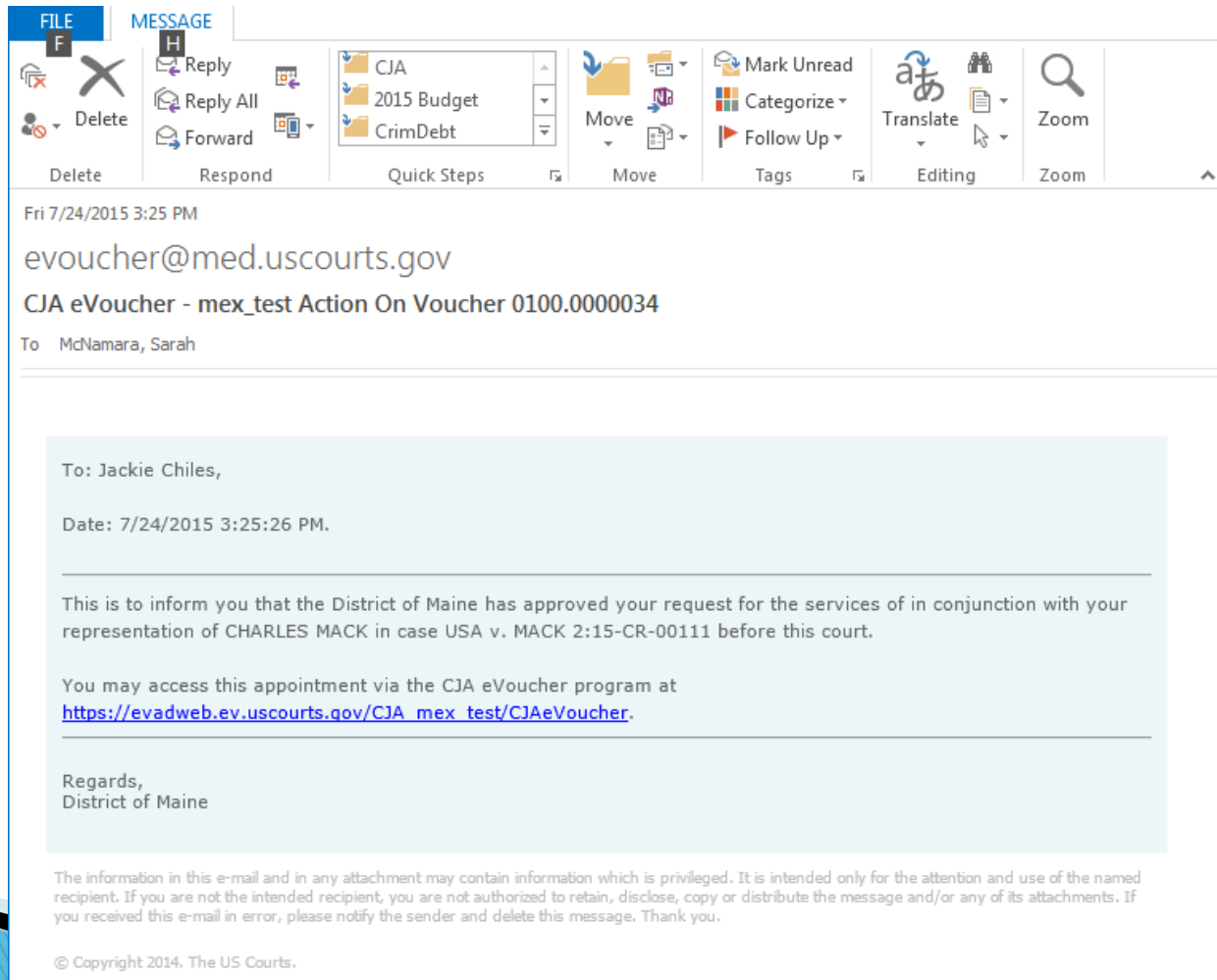
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The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.

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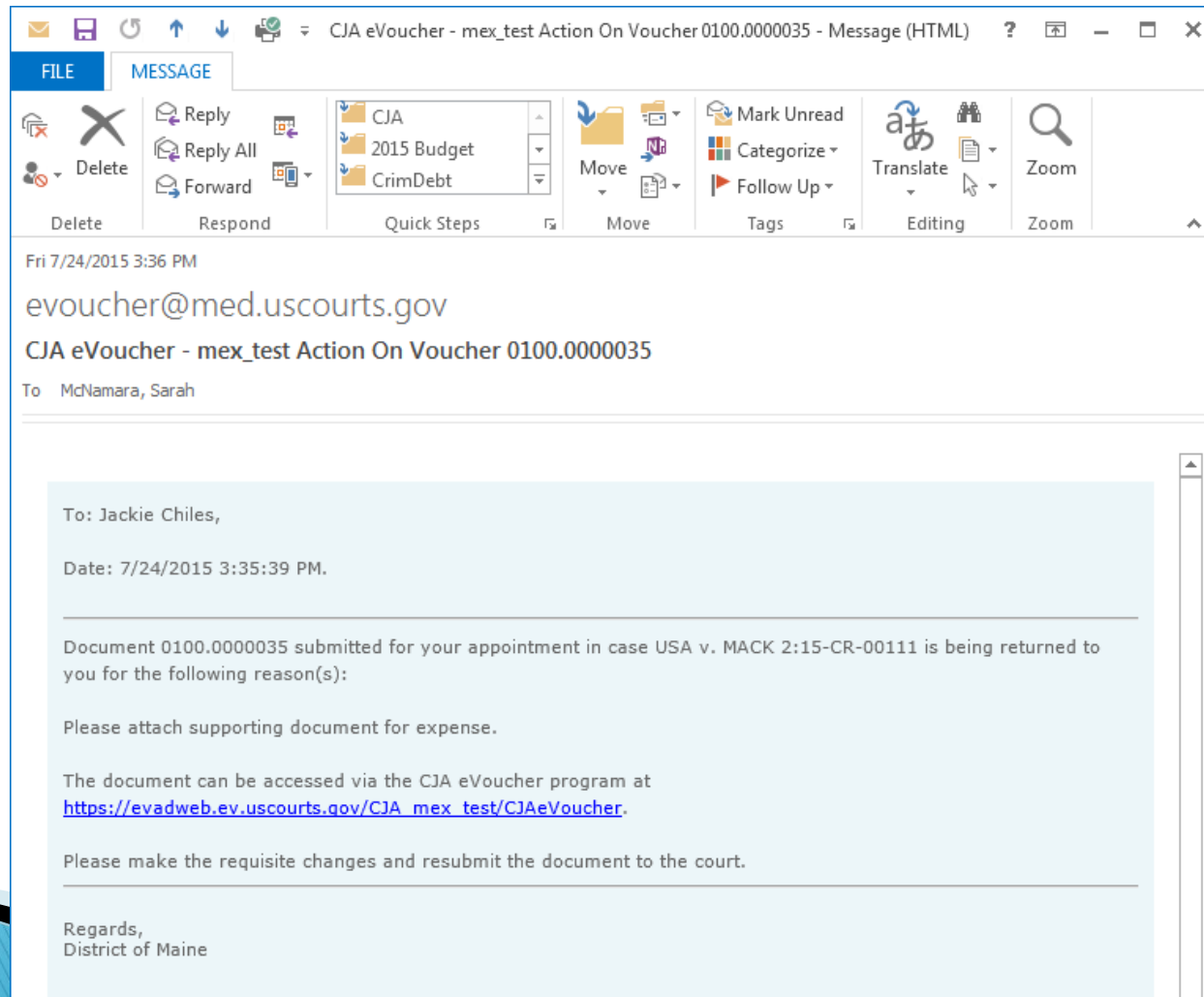
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## ► Notifying Counsel of Approval of Expert Services



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- ▶ Notice to Counsel when Court rejects, asks for additional info



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## EVOUCHER HELP DESK & RESOURCES

- ▶ Portland Contact
  - Sarah McNamara at 207-274-5106
- ▶ Bangor Contact
  - Michele Mitchell at 207-922-6426
- ▶ Email
  - [eVoucher@med.uscourts.gov](mailto:eVoucher@med.uscourts.gov)
- ▶ Other resources on Court's website
  - Cheat sheets and step-by-steps
  - <http://www.med.uscourts.gov/evoucher>